

Procedures for Preparing Travel Authorization Letter

1. Open Travel Authorization File

- Complete the name, address and telephone field.
- In the authorized travel field specify traveler's name and indicate if it is an atty or expert.
- In the case caption field enter name of case. ex. USA vs. Doe
- In the client name field enter name of person being represented.
- In the case number field enter docket number and Judge's Initials, ex. 92-CR-185 (JSR)
- In the travel destination field specify where traveler is departing and arriving.
- In authorized travel dates field enter the specific dates of travel.

2. Once all the information has been entered print the Travel Authorization Letter and forward it to the CJA Office.

3. The CJA Clerks will forward the completed Travel Authorization Letter to the presiding judge for approval.

4. After the Travel Authorization Letter is signed by the Judge and returned to the CJA Office, the attorney will be notified. The authorized traveler is required to contact Omega World Travel to make the necessary travel arrangements and must possess the original authorization letter for the duration of travel to serve as an official government credential.

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK
OFFICE OF THE CLERK
500 Pearl Street
New York, New York 10007**

J. Michael McMahon
Clerk of the Court

Attorney Name :

Address :

Telephone #:

Date of Appointment :

Authorized Traveler:

Case Caption:

Client's Name :

Case Number :

Destination: Departing From: Arriving At:

Authorized Travel Dates:

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Pursuant to Section 702 of the Federal Courts Administration Act of 1992, Public Law 102-572, 106 Stat. 4506, you are hereby authorized to obtain Government Travel rates for the above travel under the Criminal Justice Act (CJA).

You are authorized to contact Omega World Travel (OWT) at (866) 450-0401 to request reservations for airline tickets. You must identify yourself as a CJA attorney in the Southern District of New York and advise OWT that your tickets are to be charged to the Courts account. You may instruct OWT where to deliver your tickets.

A signed copy of this Travel Authorization, as well a copy of the airline tickets provided by OWT, must be faxed to Diana Gustafferri in the Cashier's Office at (212) 805-0387 and the CJA Office at (212) 805-7964 for auditing purposes.

U.S.D.J

Date